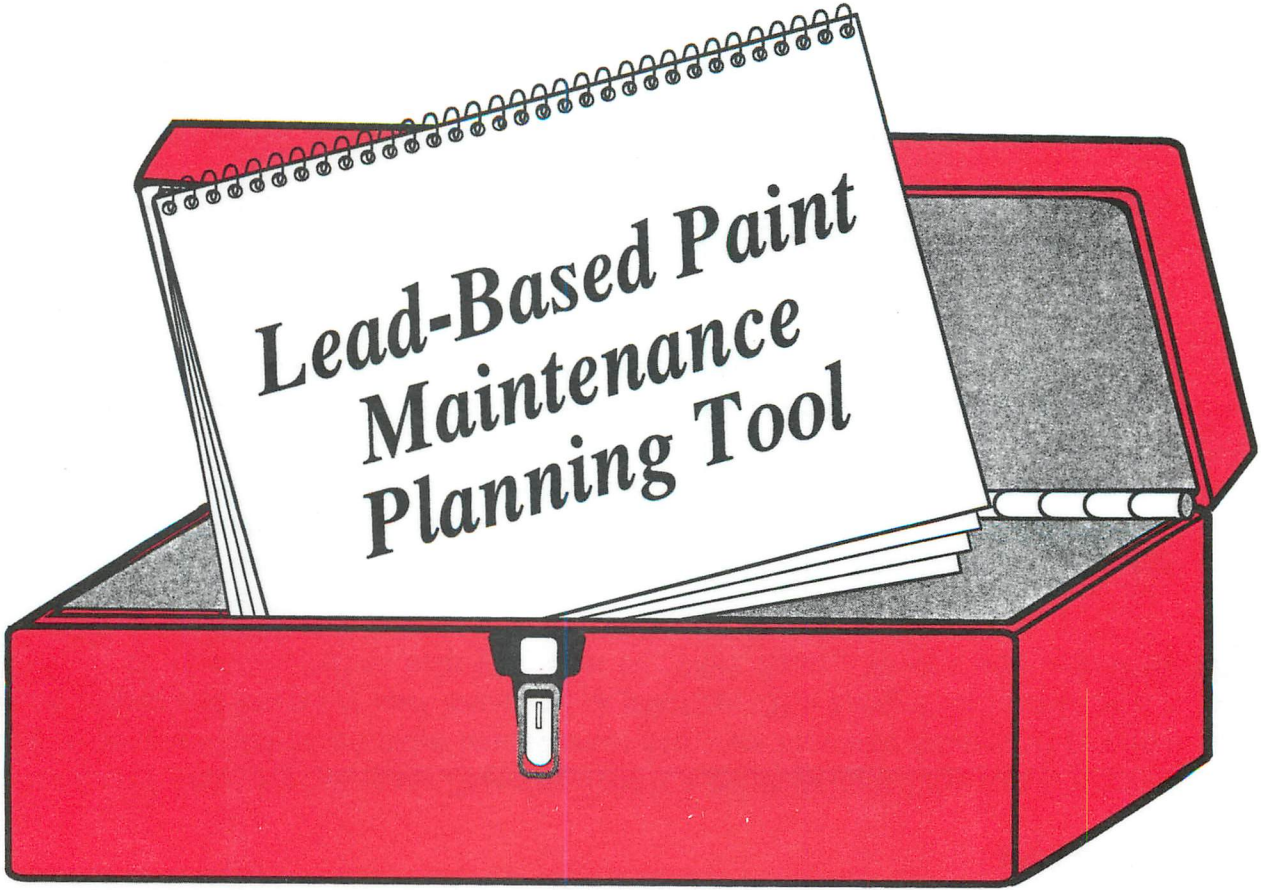

Lead-Based Paint
Maintenance
Planning Tool

This *Lead-Based Paint Maintenance Planning Tool* is a guide designed for you to develop a custom fit checklist to conduct lead-based paint maintenance activities in a safe manner. It provides basic information on proper and improper lead hazard work practices. You know how important it is to have and use proper tools. Use this tool to help you learn to "Work Smart, Work Clean and Work Wet" which means to "Work Lead Safe."

Use the guide to plan each job that may involve lead-based paint. The cards are laminated so that they can be used, erased, and reused. You can photocopy the cards with the field assignments and completed measures "checked-off" and save the completed work order as documentation of the activity—or, you can photocopy the master and check the paper copy for each job. To plan a specific job, answer the questions and circle the materials and equipment and work practices that are appropriate to the specific job to be performed. Below is a list of cards and how to use them.

- **Lead Job Check List**—Use the job checklist to help you recognize risky activities; plan and perform your work; and protect yourself, fellow workers, the residents, and your family from lead hazards.
- **Materials**—Identify the materials (disposables) needed for the particular job by circling the picture or words.
- **Equipment**—Circle the equipment needed for the particular job.

- **Personal Protection**—Assign the protection the worker will need by circling the picture or words.
- **Work Practices**—Circle the work practices that are appropriate to the task.
- **Prohibited and Unsafe Practices**—Avoid these practices that jeopardize the health and safety of workers and residents.
- **Cleanup**—Circle the cleanup practices appropriate to the job. As tasks are completed by the worker, the work practices are checked-off as used. For example, when you plan, circle "tape", when you use it, cross it off.
- **Carpet Removal**—Follow the different work practices required for this commonly performed activity.
- **Decontamination**—Circle practices that are appropriate to the job.
- **Quality Assurance**—When the job is finished, do a "protecting" check. The job is complete when you can answer all of the questions by circling "Yes" or "NA" (not applicable).

Resident Name: _____ **Job#** _____

Phone: _____ **Address/Apt. #** _____

LEAD JOB CHECKLIST

1. **Was the building built before 1978?** **Yes** **No**

   If you don't know when the building was built, treat the paint as lead-based paint. If the building was built **after** 1978, then lead-based paint is probably not present and **this is not a lead job.**

   If the building was built **before** 1978, then treat the paint as lead-based paint, unless a paint inspection report says that no lead-based paint is present.

2. **Could this job:**

create lead dust that may contain lead?	Yes	No
disturb known or suspected lead-based paint?	Yes	No
require cleanup of dust or debris that may contain lead?	Yes	No
disturb known or suspected lead contaminated soil?	Yes	No

3. **If "Yes" to any of the above, or if you don't know the answer to any of the questions, assume you are dealing with lead-based paint, and circle the level of risk below.**

Low Risk =
- Low levels of dust expected to be generated, *and*
- surface and paint in good condition, *and*
- less than two (2) square feet.

High Risk =
- High levels of dust expected to be generated, *or*
- surface and paint in poor condition, *or*
- greater than two (2) square feet.

4. **Who will do the job?** *Personnel must be properly trained and skilled. If they will have to wear a respirator, they must be medically qualified, fit-tested, and trained.*

Name_____ Name _____

5. **How will residents be notified and affected?**

Notification: Phone _____ Letter _____ Time _____ Date _____

Work area instructions to residents:

Job scheduled: FROM: Time/Date _____ TO: Time/Date _____
Resident asked to leave unit: FROM: Time/Date _____ TO: Time/Date _____
Resident asked to move personal items? Yes No

Temporary accommodation needed for resident? Yes No

If "Yes", accommodation provided? Yes No
If "Yes", WHERE _____ PHONE #_____

6. **How will work be performed to minimize exposure to lead?** *Circle specific cards to use for this job:*

Materials Card	Work Practices Card	Carpet Removal Card
Equipment Card	Prohibited and Unsafe Practices	Decontamination Card
Personal Protection Card	Cleanup Cards	Quality Control Card

Circle needed materials. (Note: ↑ for high risk.)

MATERIALS

Poly Film - 6 mil (polyethylene plastic or equivalent)

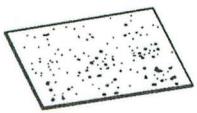
Tape

All-Purpose Cleaner, or cleaner made specifically for lead

Rags

Poly Bags - 6 mil

Towelettes



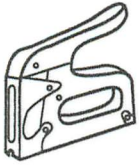
Tack Pads

↑ String Mop Heads

Circle needed equipment. (Note: ↑ for high risk.)

EQUIPMENT

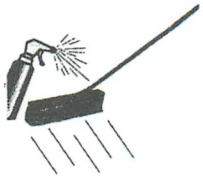
Spray Mister



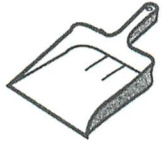
Stapler

Scrapers

Utility Knife



Broom
(Wet Sweep Only)



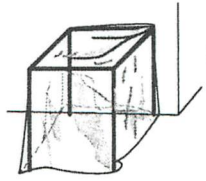
Dust Pan
(Wet Sweep Only)

↑ HEPA Vacuum

↑ Signs/ Barrier Tape

↑ Mop Handles

↑ Buckets



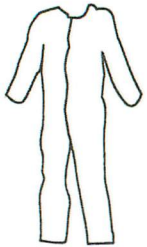
↑ Mini Containment

Circle needed protection. (Note: ↑ for high risk.)

PERSONAL PROTECTION

Protective Eye Wear

Latex/Rubber Gloves



Coveralls

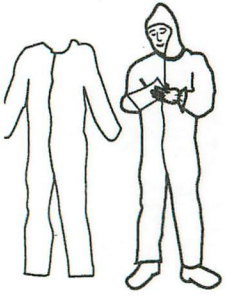
Disposable Cotton Gloves

Disposable Full-body Coveralls/Recyclable Clothing

Respirators w/HEPA Filters

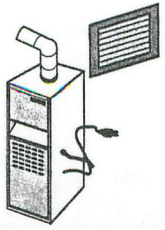
WORK SMART

Protect and inform residents.



Wear proper personal protective clothing.

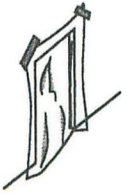
Be alert to special situations.



Shutdown HVAC and/or isolate vents.

Remove/protect resident belongings.

Install 6 mil poly film securely.

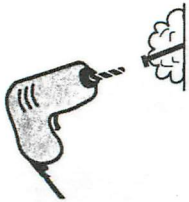


↑ Isolate area with 6 mil poly film.

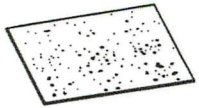
WORK WET

Mist work area with water.

Wet scrape, sand, pry, saw, plane, drill, and remove painted materials.

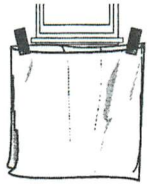


"Foam" drilling area.



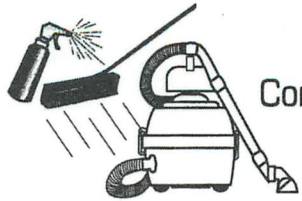
WORK CLEAN

Use tack pad.

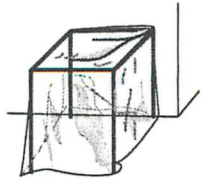


Install catch bag under work area.

Keep debris picked up.



Control settled dust.



Use mini containment.

PROHIBITED PRACTICES

NO MECHANICAL GRINDING/SANDING
WITHOUT HEPA ATTACHMENTS

NO ABRASIVE OR WATER BLASTING

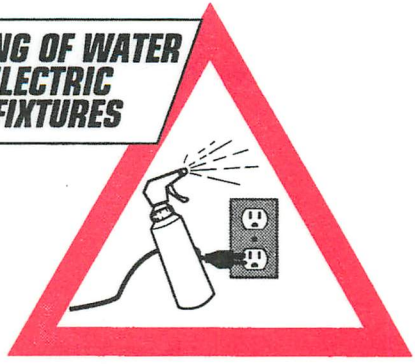
NO:
OPEN FLAME BURNING,
HEAT GUN HOTTER THAN 1,100°F
WELDING/FLAME CUTTING

NO METHYLENE CHLORIDE-BASED STRIPPERS

NO EXTENSIVE DRY SCRAPING

NO VACUUMING WITH HOUSEHOLD VACUUM

NO MISTING OF WATER NEAR ELECTRIC OUTLETS/FIXTURES



NO WASHING IN RESIDENT'S SINK OR LAVATORY

NO DISPOSAL OF WATER IN RESIDENT SINKS/BATHTUBS OR YARD AREAS

NO DISPOSAL OF WASTE IN RESIDENT TRASH

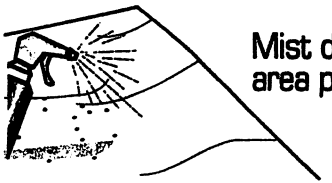
1.

Place large debris in 6 mil poly bags.

2.

Wet wipe tools.

3.



Mist debris on work area poly film.

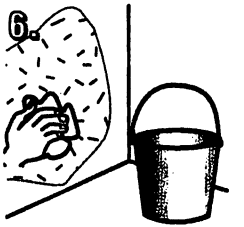
4.

Fold poly film "dirty side in". Place in poly bag and label.

5.

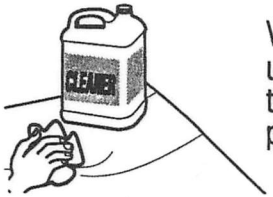
Wet wipe work area with cleaner.

6.



Rinse work area with water.

7.



Wet wipe with cleaner under and 2' beyond area that was covered with poly film.

8.

Rinse wipe with water under and 2' beyond area that was covered with poly film.

9.

Gooseneck seal and label 6 mil poly bag.

10.

Remove all materials, tools and bagged debris from work area and residence.

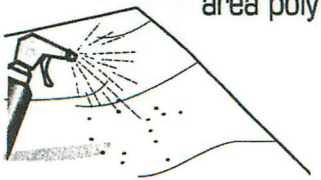
11.

Properly dispose of bagged debris.

1. Place large debris in 6 mil poly bags.

2. Place contaminated tools/ equipment in poly bag and seal.

3. Mist small debris on work area poly film.



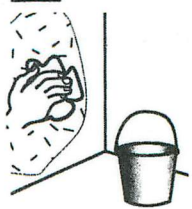
4. Remove mini containment and place on poly film.

5. Properly remove coveralls. Place disposable type on poly film or recyclable type in laundry bag.

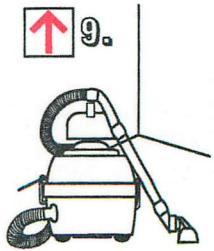
6. Fold poly film "dirty side in". Place in poly bag and label.

7. Wet wipe with cleaner the area that was repaired.

8. Rinse wipe with water the area that was repaired.



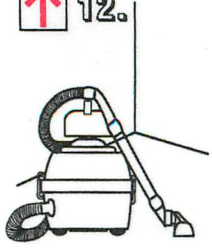
9. HEPA vac under and 2' beyond area that was covered with poly film.



10. Wet mop with cleaner under and 2' beyond area that was covered with poly film. Wring mop in separate bucket.

11. Rinse mop with water under and 2' beyond area that was covered with poly film. Wring mop in separate bucket.

12. HEPA vac under and 2' beyond area that was covered with poly film again.



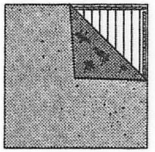
13. Gooseneck seal and label 6 mil poly bag.

14. Remove all materials, tools and bagged debris from work area and residence.

15. Properly dispose of bagged debris.

CARPET

1. Mist carpet.



2. Loosen wall to wall carpet from tack strips or glued areas.

3. Cut carpet to manageable portions with utility knife. (about every 6 feet)

4. Roll carpet "pile side in" while misting carpet backing.

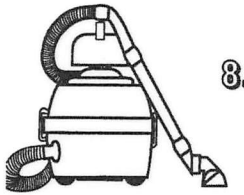
PAD

5. Cut padding to manageable portions with utility knife.

6. Roll pad while misting.

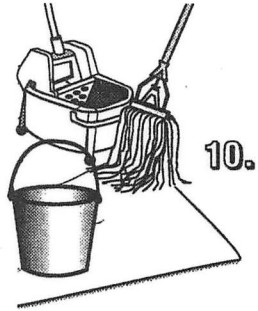
7. Wrap carpet & padding in 6 mil poly, seal with tape, and remove from area.

FLOOR

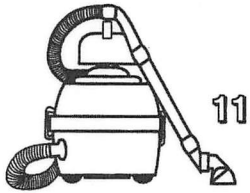


8. HEPA vac floor area.

9. Wet mop floor area, and baseboards with cleaner.



10. Rinse mop floor area and baseboards.



11. HEPA vac floor area again.

Circle needed work practices. (Note: ↑ for high risk.)

PERSONAL

Vacuum clothing with HEPA vacuum.

Wipe hands and face with towelettes.

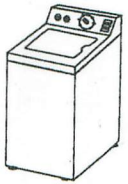
Wash face and hands with soap and water before eating, drinking, smoking, or applying cosmetics and at finish of job.

DECONTAMINATION

↑ Shower with soap.

↑ Send recyclable coveralls to the special laundry.

or



Launder clothes separately.

EQUIPMENT

↑ Clean tools and equipment away from the work area.

Did you do your part to inform and protect everyone from lead poisoning?

Work properly completed as requested	Yes	No	N/A*
Work areas cleaned properly	Yes	No	N/A
Contaminated debris properly bagged, sealed and labeled	Yes	No	N/A
Contaminated debris, tools, materials, and equipment removed from residence	Yes	No	N/A
Resident's belongings returned to original place	Yes	No	N/A
Resident notified of job completion	Yes	No	N/A
Other lead "problems" noted	Yes	No	N/A
If "Yes", other lead problems reported	Yes	No	N/A

Signature _____ Date/Time _____

Unit/Address _____

*N/A means not applicable.

This *Planning Tool* is an important part of the *Lead-Based Paint Maintenance Training Program* developed for the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Housing and Urban Development (HUD) by the National Environmental Training Association (NETA) under EPA grant CX-824712. The training package includes a training guide, 60 minutes of integrated video, the *Planning Tool*, and originals to copy for overheads and student hand outs. It is designed for trainers and supervisors to train maintenance personnel on safe procedures to use when maintaining dwellings that contain lead-based paint. The training program provides basic instruction on proper and prohibited lead-based paint maintenance and control measures and explains how to use the *Planning Tool*. **CAUTION:** Completion of this course does not meet U.S. EPA requirements for lead-based paint abatement training. Additional training and State-certification are required to conduct lead-based paint abatement work safely.

Additional copies of this *Planning Tool* and the training package may be purchased from NETA, phone number 602-956-6099, or FAX number 602-956-6692, or from HUD USER, phone number 1-800-245-2691. Also available from HUD USER is a free EPA brochure "Reducing Lead Hazards When Remodeling Your Home" (EPA Publication #747-R-94-002, April 1994). You may obtain more information on high risk lead hazard operations and maintenance practices from the *U.S. Housing and Urban Development Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing*, phone number 1-800-245-2691 or the National Institute of Building Sciences (NIBS)—*Lead-Based Paint: Operations and Maintenance Work Practices Manual for Homes & Buildings*, phone number 1-202-289-7800.

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